

Submitted: 3/22/2013
Jurisdiction: Maryland
Agency: State Police
Division/Unit: Special Operations Division

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 558
MSA ID: SE55-2745

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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Summonses	1209 A 40	OPS 15-3	January to October 2012`	0.04 cu ft.	03/19/2013	Shredding
2	Uniform Traffic Citation Transmittal form, citation copies	1209 A 40	OPS 36-1	March through May, 2011	0.001 cu ft.	03/19/2013	Shredding
3	Correspondence related to electronic surveillance equipment.	1209 A 40	OPS 18	June 1995	0.001 cu ft.	03/19/2013	Shredding
4	Personnel orders.	1209 A 40	PER 5-8	1995 through 2012	0.001 cu ft.	03/19/2013	Shredding
5	Uniform Supplies Equipment Requests	1209 A 40	PER 5-14	1997 through 2003	0.001 cu ft.	03/19/2013	Shredding
6	Employee Work & Leave Report (31) from pay periods 3-1 and 3-2 of 2012.	1209 A 40	PER 2	02-22 through 03-20-2012	0.03 cu ft.	03/22/2013	Shredding
7	Motor Vehicle History files - vehicle no longer in service. VIN #209554.	1209 A 40	SUP 3-1	May 2007 through June 2008	0.01 cu ft.	03/22/2013	Shredding
8	Inactive special orders past retention date including: S.O. 01-0224, 70-0218, 70-0216, 70-0215, 70-0210, 70-0209, 70-0208, 70-0207, 70-0205, 70-0204, 70-0203, 70-0202, 70-0201, 70-0010, 70-2009, 70-2007, 70-2006, 70-2005, 70-2004, 70-0003, 70-0001, 70-0116, 70-0115, 70-0114, 70-0111, 70-0109, 70-0106, 70-0105, 70-0103, 70-0102	1209 A 40	ADM 3-1	2000 through 2002	0.07 cu ft.	03/22/2013	Shredding

Destruction Certification

Leesa Radja

Signature

Administrative Aide

Title

3/22/2013

Date

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9	197-Overtime & Compensatory Time Authorization Report from 2009 - past retention dates.	1209 A 40	PER 4-1	PP 1-1 through 13-2	1.03 cu ft.	03/22/2013	Shredding
10	Commander's Overtime Report/Employee Overtime Authorization Summary	1209 A 40	PER 2-1	PP 4-2 of 2010, PP 2-1 through 13-2 of 2011	0.05 cu ft.	03/22/2013	Shredding

Destruction Certification

Leesa Radja

Signature

Administrative Aide

Title

3/22/2013

Date